

ODP-81-539
29 April 1981

MEMORANDUM FOR: Director of Logistics
FROM : Director of Data Processing
SUBJECT : Copier Management Consolidation
REFERENCE : DDA Memo, Same Subject, dtd. 9 April 1981,
(DDA 81-0640/3)

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1. The reference was forwarded to the Office of Data Processing by the DDA Executive Officer with a request that comments and suggestions be forwarded to the Director of Logistics. The memorandum indicated potential benefits could be derived from copier management consolidation and the attachment to the memorandum offered three alternatives to the Agency's current situation, and recommended total budget consolidation with establishment of a comprehensive copier management system. The Office of Data Processing (ODP) supports some but not all aspects of the recommendation.

2. ODP supports the following concepts providing a significant cost reduction is assured and service (and maintenance) to the user would be significantly improved:

- Competitive procurement through development of standardized requirements and use of one RFP for a family of Agency copiers.
- One Agency contract per vendor with funds provided by components.
- P&PD certification, based on their Agency Copier Management System, to Audit and Certification Division/OF.

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- P&PD coordinate copier activities throughout the Agency working through the records management officer structure and key operators structure.
- P&PD coordinate plans for machine purchases and use data as a basis for RFP.
- Encourage the sharing of copiers by components.

3. Existing directives appear to give the Director of Logistics [] the authority to implement the above actions through the directorate records management officer structure []. Apparently, the necessary resources have not been allocated to Office of Logistics to implement the directives from a cost effective standpoint, a condition ODP has experienced frequently and is sympathetic towards.

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4. The parts of the recommendation ODP does not support are:

- Total budget consolidation, because this could highlight a potential area for cut back during the budget review process.
- Sharing of machines by components or establishment of copy centers, because ODP experience with sharing of computer terminals or establishment of terminal centers for common usage has met with very limited success. Also, obtaining space and personnel for copier centers may be difficult.

Contradictory?

5. It should be noted that the concept of a DDA Output Media Center includes the provision of a copying service.

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